

## GreenMount Board of Trustees Minutes

February 18, 2021

Board members present remotely: Shannon Snow, Angelo Otterbein, John Abell, Tracy Pietrzak, Kelley Gludt, Emily Levenson, Jennifer Malloy, Colm O'Comartun, Natalie Pope, Carlos Rodriguez, Megan Roth, Amy Scott, Catherine Stokes

Others present remotely: Liz Dover, Laura Marsico, Jen Seletzky

Minutes: *Action* - The December and January minutes were approved without corrections.

Admissions Report: Laura reported the latest admission numbers for the 2021-2022 school year including expected attritions, known openings and new contracts offered. There are 106 students projected to be enrolled for 2021-2022, but several current families have not made a final decision about re-enrollment. Liz discussed how some attrition was related to COVID, but she wants to get more information about families that are leaving and discussed the goal of keeping families happy. She discussed other factors involved in attrition such as the potential for unique challenges when accepting students who are not happy with their current school. Laura talked about the difficulties that can arise if parents are not transparent during the admission process.

This year we offered a larger number of kindergarten contracts which may increase the total number of students in that grade. Liz discussed how a large kindergarten class can increase enrollment in the later years. She reviewed the challenges of interviewing on Zoom and commended Laura and the admissions team for all their hard work.

There was a lot of discussion about different grades, attrition and the needs of different students. We talked about the need to accept students that are the right fit for the school. We also discussed how the lower number of inquiries this year did not appear related to applications.

Laura will continue the admission process as more applications come in and will have more definitive numbers on enrollment for the March meeting.

CO-OP Report: Kelley reviewed the increased communication of CO-OP jobs such as push notifications on the Helper Helper app and messaging in the newsletter. CO-OP numbers are starting to improve but Kelley questioned the need to make a decision about the total number of required CO-OP hours for this year. We discussed how there will be many more CO-OP opportunities in the coming months, but there was concern that there are some families that don't have any CO-OP hours at all. We discussed reaching out to families who don't have any hours as well as making sure there are CO-OP opportunities for longer blocks of time. We reviewed communicating directly with new families and making sure they understand Helper Helper and how to get hours, especially with the decreased family interactions during COVID. We decided to implement these strategies and then reassess at next month's meeting.

Climate Committee Report: Emily discussed that the Climate Committee joined as notetakers and participants in the strategic planning sessions. She hopes for the committee to conduct exit interviews with families to help understand any themes leading to attrition.

DEIJ Report: Catherine reports they are working on a community wide 21 day equity challenge and will be talking to Gabi and Kelley about families getting CO-OP hours for participating. They hope to let the school community know about the committee's progress

this year including the draft diversity statement, faculty training with the Wells Collective and changes in the admission process. They will also ask the community to participate in DEIJ subcommittees.

Strategic Planning: Angelo reported the committee had six strategic planning meetings with multiple parents to review the strategic plan. The committee will now work on using these notes to distill the information into concise points for the draft plan.

Governance Report: Natalie discussed the revised board drive. Everything is broken down into a group or an activity. There is now a main committee folder with a folder for each committee to use for information that hasn't yet been presented to the board. Everything already presented to the board will be under reports, sorted by year, month and day. The meeting minutes will also have the same organization by date. At the most, two years of information will be kept in the main folders. There is now a board member folder and board bios which we can update as needed. Board orientation materials are now in a dedicated folder. The board can contact Natalie or Carlos if we have any questions, concerns or need another folder added.

Carlos also thanked all the committees who completed the mid year eval. There was a common thread that goal setting and clarification of responsibilities of committees could be helpful. The next ask will be to create more formal charters for each committee. The hope is the charter will be completed over the next month and then get board approval for each committee charter. Liz discussed how this documentation is essential for the sustainability of the school.

COVID Task Force Report: Jen wanted to acknowledge Liz and all the hard work involved with the transition to a hybrid learning model. This week Five Medicine was on campus doing PCR testing for K-3 and faculty and staff, and grades 4-8 will be tested Feb 26th. The plan will be to see how testing goes with this first phase and then plan for testing in April following return from Spring Break. The task force has had a lot of discussion about surveillance testing. Five Medicine offers surveillance testing weekly for \$10/test with a minimum of 50 tests per visit. There is an option for pooled testing which is less expensive but there is a delay in getting the results. Another option is a rapid antigen test from Abbott which is quick and inexpensive (\$5), but is less accurate, needs a Clinical Laboratory Improvement Amendments (CLIA) waiver (which we now have) and there is a 10,000 purchase requirement. We are in discussion with other schools to see if we can split the purchase.

Head of School Report: Liz discussed how things continue to change so quickly including the updated CDC recommendations. All staff that wanted vaccinations will receive them which has eased anxiety about on-campus learning. We received our CLIA waiver which means we could do testing on campus if we decide to do so. We officially signed our lease for five years with an option to renew. Maintenance costs will be phased in as planned. Our PPP loan was approved for \$212,000 which will help with the projected deficit for next year. We will only use this for payroll and then will begin the process of forgiveness. There are two proctors (who currently work in ECHOES) hired for the lower school positions, one in person and one online. Liz had great interviews for the other positions. One teacher will be teaching remotely because of a medical waiver. About 60% of students overall will be coming back in the first phase. She is also starting to think about next year and will be attending a virtual AIMS fair for hiring.

The meeting ended with a planned Executive Session.